



Conversion to Paid Time Off – Non Represented Employees

Non-represented employees interested in converting to the Paid Time Off (PTO) program may review options with Payroll/HR. Email Candace in HR before October 7, 2016, to setup a meeting. Review the Paid Time Off Administrative Regulation (03-08.06) for more information.

Find your hire date, months of service, and accrual balances on your timecard or through PeopleSoft Self Service. Employees will receive one more round of traditional accruals for the 9/18/16-10/1/16 pay period paid on 10/7/16. If needed, use the PTO Calculator to determine numbers and hours for spaces below.

All signed forms for conversion or to remain must be turned into Payroll/HR no later than **October 12, 2016**. A final review of forms will be made before conversion. You will receive notification if your form requires an adjustment.

CLB – Catastrophic Leave Bank

Hire Date: _____	Months of Svc: _____	Option 1: Vacation bank to PTO
EE Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		Vacation Hrs to PTO: _____
Vacation Balance: _____		Sick Hrs to CLB: _____
Sick Balance: _____		
PTO Accrual Rate: _____		Option 2: Up to 75% to PTO
PTO Max Annual Accrual: _____		% to Convert: _____
PTO Max Cap (2X Annual): _____		# of Hours: _____
75% of Max Cap: _____		Remaining hours to CLB: _____

Name (printed): _____

EE ID: _____

Select **ONE** of the following:

☐ I am electing to move to PTO.

I understand that after October 1, 2016, I will cease to accrue separate vacation and sick leave hours and will begin accruing PTO. I understand that once I convert my existing traditional banks to PTO I will not be allowed to return to a traditional system unless PTO ceases to be available. I am electing to convert my existing vacation and sick banks to PTO as follows:

_____ Hrs to PTO

I am opting for: (select one)

_____ Hrs to CLB

☐ Additional 80 Hours to CLB, OR

☐ Convert 40 additional hours to PTO above the 75% limit

☐ I am electing to remain on the traditional two bank system.

I understand that I will continue to accrue separate sick and vacation banks. I understand that vacation accruals are capped at 25 years of service. If I have more than 25 years of service, my vacation accruals will be frozen at my current levels. Current bank balance caps remain effective for sick and vacation as determined by my status and level in the organization.

Signature: _____

Date: _____

For HR/Payroll Use Only	Vac Bank Hrs: _____	PTO Accrual: _____	PTO Balance: _____
Initials/Verify: _____	Sick Bank Hrs: _____	Conv Option: _____	CLB Balance: _____